

EXECUTIVE/ADMINISTRATIVE ASSISTANT – Full-Time Position
Downtown Toronto

Ehvert Engineering is a leading provider of engineering, construction and systems integration services for mission critical facilities and data/internet centres. We are a growing firm located in downtown Toronto, who is looking for a dynamic individual to work as an Executive Assistant to provide senior administrative support to the president. You will be responsible for coordinating and scheduling meetings, events, and seminars; making travel arrangements; managing email and drafting correspondence; and answering the president's incoming calls. You will liaise with external clients, follow up on internal projects, and report to the president on any outstanding issues.

You should have exceptional communications and organizational skills, and the ability to prioritize and handle multiple demands effectively. Your strong sense of urgency is complemented by your ability to judge when issues should be escalated to the next level. You must have outstanding interpersonal skills, excellent verbal, and written communication skills, and be proficient with MS Office applications.

Given the large volume of resumes we receive, only qualified candidates will be contacted.

Please send resumes to careers@ehvert.com.